UNITED
NATIONS

ST

Secretariat

ST/IC/1991/64
11 November 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS TRANSITIONAL AUTHORITY IN CAMBODIA

1. Agreements on a comprehensive political settlement of the Cambodia conflict were signed at the Paris Conference on Cambodia on 23 October 1991.

2. The agreements foresee a major role for the United Nations, including the establishment of a United Nations Transitional Authority in Cambodia (UNTAC). The Security Council is expected to endorse the deployment of UNTAC upon consideration of a detailed operational plan to be prepared by the Secretary-General. UNTAC will have the following operational components: military; civil police; civil administration; election; human rights; repatriation; and rehabilitation and reconstruction and will require personnel with backgrounds in legal affairs, political affairs and public information, as well as the usual range of administrative functions, including accounting, electronic data processing, finance, personnel, procurement and general administration.

3. UNTAC headquarters will be located at Phnom Penh. Full deployment of the mission will involve the posting of staff at the provincial and subprovincial levels. Interested staff should take into account that conditions will be difficult, involving physical hardship, and may be hazardous. Adaptability, flexibility, team spirit and good judgement will be of particular importance.

4. UNTAC will be designated as a non-family mission. It is expected that initial assignments will be for a period of six months. Deployment is expected to commence in the spring of 1992. The working languages of UNTAC will be English and French.

5. Staff members interested in being considered for temporary assignment to UNTAC are requested to complete the attached application form and return it as soon as possible to:

Field Operations Division
Room S-2227A
United Nations
New York, N.Y. 10017
Fax No.: (212) 963-0664

6. In this connection, it is requested that all applicants provide, together with their application, a copy of their fact sheet. No other enclosures will be needed, nor should the application be submitted to offices other than Field Operations Division.

7. Those interested staff members who have indicated in the past, either orally or in writing, their wish to be assigned to a mission are requested to reapply using the attached application for mission assignment to UNTAC.

8. Applications may be submitted by facsimile to the number indicated above. The assignment of staff members selected to serve with UNTAC will be subject to release by their parent department/office and to medical clearance.

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APPLICATION FOR MISSION ASSIGNMENT TO UNTAC
(United Nations Transitional Authority in Cambodia)

1. **GENERAL INFORMATION** *(Please type or print in capitals)*

FAMILY NAME	FIRST NAME	INDEX NO.	SEX	CATEGORY/LEVEL

FUNCTIONAL TITLE	DEPARTMENT/OFFICE	ROOM NO.	UN TELEPHONE NO./EXT.	HOME TELEPHONE NO.

ORGANIZATION	DUTY STATION	DATE OF BIRTH (D/M/Y)	PLACE OF BIRTH

COUNTRY OF NATIONALITY	EOD DATE (D/M/Y)	TYPE OF CONTRACT	EXPIRY DATE (D/M/Y)

2. **SKILLS**

LANGUAGE	MOTHER TONGUE	UN PROFICIENCY CERTIFICATE	READ	WRITE	SPEAK	UNDERSTAND	CLERICAL	TYPING	SHORTHAND

WordPerfect [ ] Wang WP [ ] dBase3+ [ ] Paradox [ ] FoxBase [ ] FoxPro [ ] Clipper [ ]
Lotus 123 [ ] QuatroPro [ ] Harvard Graphics [ ]
Other [ ] (specify) _____
Driver's License: Yes [ ] No [ ]

3. **WORK EXPERIENCE:** Dates and remarks

AREA	√	UNITED NATIONS	√	OTHER
Accounts/Finance/Budget				
Economics				
Electronic Data Processing				
Legal				
Personnel: Administration				
Personnel: Recruitment				
Political Affairs/Human Rights				
Pouch/Registry				
Procurement/Inventory/Supply				
Public Information				
Social Affairs				
Travel/Shipping				
Other (specify)				

INTEREST IN ASSIGNMENT TO OTHER MISSIONS - List preferences	PREVIOUS MISSION ASSIGNMENT(S): Functional title(s) & date(s)

4. **REMARKS**

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(For additional space, please use reverse of this form or attach a separate sheet.)

Date: _____ Signature: _____

PLEASE ATTACH YOUR FACT SHEET TO THIS APPLICATION AND RETURN IT TO:

Field Operations Division, Room S-2227
United Nations, New York, New York 10017
Fax: (212) 963-0664